CHAPTER 2

SHIPPER REQUIREMENTS AND PROCEDURES

SECTION A. GENERAL

1. Introduction

a. The shipper is the key to successful transportation documentation in the DTS. Documents prepared and decisions made by the shipper influence a shipment throughout its movement. The cost of the movement and its proper funding are also directly dependent on the shipper correctly preparing MILSTAMP documents.

b. This chapter explains, in the general order of performance, the actual steps the shipper must take to process a shipment. While some shipments require different or more detailed data than others, the basic procedural steps are similar.

2. The Shipper's Steps in Making a MILSTAMP Shipment. The steps that a shipper accomplishes whenever making a MILSTAMP shipment are summarized in the following listing. The list also shows, by paragraph, where in MILSTAMP the procedures are explained in detail.

a. Prior"to making a shipment, the shipper plans the movement and determines the information necessary to complete the transportation documents. This information includes:

b. After gathering the inf ormat ion to plan and document a shipment, the shipper:

SECTION B. PROCEDURES

1. Planning the Shipment and Determining Transportation Information

a. The shipper must plan a shipment carefully to ensure effective and economical use of transportation resources. The planning must also result in timely transportation response. The many planning and shipping factors are considered consecutively here, but in the field they may be considered at the same time or in slightly different order. Al 1 the factors must be considered even though no further action may be taken by the shipper on a particular factor.

b. The first step in the planning process is to determine as much as possible about the shipment. This information is normally compiled by the shipper on some form of a shipment planning worksheet. There is no standard form for this worksheet, so the shipper may use a form prescribed by the Service/Agency or any other form appropriate for compiling the required data elements.

(1) The consignee is determined, usually from a document such as the DD Form 1348-1A, DD Form 1149, Requisition and Invoice/ Shipping Document, or a contract. Personal property consignees are listed in the PPCIG (reference e) . The consignee is identified by the six digit DODAAC as listed in the DoDAAD (reference f) or by the MAPAC as listed in the MAPAD (reference g) . The in-the-clear name of the consignee may be used in addition to the required DODAAC/MAPAC. When the consignee does not have an assigned DODAAC, the sponsoring Service code, e.g., F for Air Force followed by five zeros is used. The clear text address must then be entered on the TCMD as trailer data (DI T_9) .

(2) The second element the shipper determines is the TP which establishes the order of handling and the recommended method of material movement. A TP will not be upgraded unless the requiring activity changes the original UMMIPS priority. A complete summary of transportation priorities is found in figure 2-B-1. The details of their application are listed below.

(a) The TP is generally based on the UMMIPS. The UMMIPS priority designators and time standards apply to shipments regardless of direction of movement. These priority designators and time standards, along with their corresponding TPs, are detailed in appendix F23.

(b) The TP for personal property shipments is based on the RDD established in accordance with the sponsoring Service policy.

1 TP-3 is normally assigned. A higher priority may be designated by the sponsoring Service when operationally or economically beneficial or to “avoid hardship to sponsors/dependents.

2 Deferred air freight (TP-4), explained in paragraph B.1.b. (2) (g), may be used in accordance with sponsoring Service guidance.

(c) NAF shipments normally are assigned TP-3 and moved by surface. The sponsoring Service may, however, assign TP-2 and authorize air movement for:

1 Seasonal items delayed by late availability from CONUS vendors.

2 Items which require air shipment for control purposes.

3 Necessary health items in critically low stock.

4 Shipments caused by equipment or facility failures which threaten the operation of NAF activities.

(d) Shipments of GSA managed sealants/adhesives, selected medical items and items with a limited remaining shelf life, when designated by the shipper, are authorized air movement and assigned appropriate urgency verification codes (explained in paragraph B.1.b. (2) (f)1) .

(e) Mail shipped in bulk through the DTS is assigned TPs as shown in the right hand column of figure 2-B-1.

(f) The TP may be modified or applied in a nonroutine fashion. These exceptions do not change the normal transportation priorities, but alter the way a shipment is processed. The changes result in use of an urgency verification code, expedited handling, or a procedure identified as Green Sheet.

1 The urgency verification code, as indicated in the second column of figure 2-B-1, is the alphabetic equivalent of the appropriate TP. It is used during the clearance cycle by designated shipping activities or ACAS to indicate that:

a The urgency of a shipment appearing ineligible for air movement has been confirmed with the requisitioning activity

and airlift has been authorized under the provisions of UMMIPS or other authority.

b Airlift has been authorized for low priority shipments due to nonavailability of timely and economical sealift.

c Airlift has been authorized for low priority protected cargo when necessary safeguards cannot be achieved through direct vessel port call sailings.

d The shipment has been designated "economic air eligible" by higher authority and the designation approved by DoD.

e The shipment has been cleared for TP-4 movement.

2 The critical nature of some shipments can be accommodated only by expedited handling.

a A TP-1 shipment with "999" entered in the RDD field overrides all other priorities, projects, and RDDs. The "999" entry is used only for shipments with a TP-1 (UMMIPS priority designator 01-03) and when specifically authorized by a written directive or procedure.

b A TP-1 or TP-2 shipment with "555" entered in the RDD field is processed in order of procedure immediately following NMCS items with the same UMMIPS priority designator. A TP-3 shipment with "555" in the RDD field is processed the same as all other TP-3 shipments. The "555" entry is used to designate shipments requiring expedited and continued processing during mass cancellations resulting from occurrences such as base closure, project termination, ship or unit deactivation, and termination of vessel outfitting or construction.

c A TP-1 or TP-2 shipment with "777" entered in the RDD field requires expedited transportation processing in order of precedence following "999," NMCS, and "555" items with the same UMMIPS priority designator.

3 A procedure whereby specifically identified cargo in the AMC system may gain movement precedence over other priority cargo of the sponsoring Service, including 999 shipments! is called Green Sheet. It is not a priority, but is designed to override priorities and RDD 999 when expedited movement of specific shipments is required in the national interest and is certified an operational necessity by the

sponsoring Service. The use of this procedure must be controlled and monitored to preclude adverse impact on the movement of cargo sponsored by other Services. Green Sheet is not approved if other priorities (including space block) will meet movement requirements. A shipper submits requests for Green Sheet action to the appropriate ACA.

(g) While deferred air freight is called TP-4, it is a type of service and not a true priority. Cargo designated TP-4 is moved by AMC, at surface equivalent rates, in otherwise uncommitted aircraft capacity. This movement may be available anywhere in the AMC system, but is common for inter/intra-theater shipments and shipments to CONUS from overseas. Only shipments which are not normally air eligible may be designated for TP-4 service. The use of TP-4 is strictly controlled by AMC, the ACAS, the air terminal manager, and the shipper.

1 The AMC:

a Sends an "Excess Space Estimate" message in October and April to the sponsoring Services, selected shippers, ACAs, and APOEs. The message, updated as necessary, identifies the projected monthly excess space available on each AMC channel for the subsequent 6-month period.

b Establishes a maximum level of TP-4 cargo which may be onhand at the APOEs. This level may change and, during contingencies or high workload periods, AMC may close the APOES to TP-4 cargo.

c Moves TP-4 cargo as quickly as space allows and ensures that delivery to the customer does not exceed UMMIPS time standards for TP-3 cargo.

2 The ACAS :

a Receive offerings for TP-4 movement.

b Clear the offerings based on the excess space estimate message, maximum TP-4 level, and coordination with the air terminal manager.

c Enter urgency verification code "M" in the TP column/block (rp-53/block 12) of the ATCMD and, in CONUS, pass approved shipment documents to HQ AMC.

d When located in an overseas theater, pass approved TP-4 documentation directly to the APOE concerned.

e Return documentation to the shipper for shipments which are not approved for TP-4 movement.

3 The air terminal manager coordinates with the ACA and shipper to monitor and control the movement' of TP-4 cargo.

4 The shipper:

a Offers potential TP-4 shipments to the ACA in accordance with transmission time standards for air eligible shipments shown in figure 2-B-5.

b Releases TP-4 shipments for movement to the APOE only after receiving clearance from the ACA.

c Submits documents to the OCCA/booking office for shipments not approved for TP-4 movement.

(3) Next to be determined, but not assigned, by the shipper is the RDD. The RDD is a calendar date which specifies when material is required by the requisitioner.

(a) An RDD is assignedby a requisitioner only if the requisition must be satisfied by a justified date earlier or later than the standard delivery date (SDD). The SDD is the sum of the individual UMMIPS time standards, and the requisition date. The shipper obtains the RDD (if any) from the DD Form 1348-1A, other source document, or contract.

(b) An RDD for personal property is assigned by the personal property shipping office in accordance with the PPTMR (reference h) and the needs of the Service member.

(c) Using an RDD of "999" or "555" to identify an expedited handling requirement is explained in paragraph B.1.b. (2) (f)2.

(4) The shipper will determine any applicable project code by examining the source document, usually a DD Form 1348-1A, DD Form 1149, or contract. The project code, assigned by the requisitioner as prescribed in MILSTRIP, identifies requisitions, related documentation, and shipments which require special recognition and handling. It also allows accumulation of performance and cost data. The project code will

be perpetuated on all applicable transportation documents. While not directly related to the TP, the project code may be used by the sponsoring Service to identify shipments which are exempt from air challenge, etc.

(5) The shipment unit is the basic shipping entity for marking, documenting, clearing, and controlling a shipment. It is a key element on which later transportation decisions are made.

(a) By definition, a shipment unit is:

1 A single line item of supply (one material release order (MRO) or DD Form 1348-1A) destined to one consignee, or;

2 Two or more compatible line items (with certain specific exceptions listed in paragraph B.1.b. (5) (b) having the same consignee/destination, MILSTAMP commodity category, and (within sponsoring Service guidelines) TAC, and which are shipped together either:

a In the same container (package/CONEX), or;

b In the same conveyance (railcar or truckload), or;

c In the same SEAVAN/MILVAN (without regard to MILSTAMP commodity category), or;

d Fastened together into a single piece, or;

e As a set or assembly, or;

f On a DD Form 1299, Application for Shipment and/or Storage of Personal Property, or DD Form **788,** Private Vehicle Shipping Document for Automobile.

(b) Certain line items and commodities will not be consolidated with other line items or commodities into a shipment unit. This provision does not preclude aggregation/consolidation of shipment units in accordance with paragraph B.1.b(5) (c) whenever possible to minimize transportation cost. Aggregation of shipment units on the same GBL or manifest for delivery to the same ultimate destination within established UMMIPS time standards is required by shippers. The following items and commodities will be documented and controlled as separate shipment units:

1 Line items subject to domestic commercial movement at significantly differing freight rates unless consolidation would result in lower overall costs to the destination.

2 Line items of hazardous material/dangerous articles. Except for line items of ammunition, explosives, and radioactive or magnetic material, consolidation is permitted if not precluded by the publications listed in front of this regulation under references.

3 Line items with different project codes. Project coded material will not be consolidated with nonproject coded material.[1]

4 Line items with "999" in the RDD field unless they are dropped in the same supply-MRO cycle, consigned to the same ultimate consignee (customer) . Intransit visibility must be maintained over each line item.

5 Items of supply with different priorities unless permitted by Service/Agency policy and consistent with sound traffic management. Such permitted consolidations are handled according to the highest priority in the consolidation; e.g., consolidations of TP-1 and TP-2 are handled as TP-1. Items with TP-3 are not normally consolidated with items that move by air.

6 Line items filling NMCS requisitions unless they are dropped in the same supply-MRO cycle, consigned to the same ultimate consignee (customer) . Intransit visibility must be maintained over each line item.

7 FMS items except those with the same requisitioner address and FMS case number.

8 Items or commodities which are not compatible with other items. Such incompatibility may be due to:

a Excess size or dimensions which require special handling.

b Uneconomical consolidation costs for packing, repacking, handling, loading, etc.

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1 Line items for Navy consignees (other than Navy International Logistics Program consignees) and with project codes beginning with other than D or Z may be consolidated.

c Different perishable commodities (i. e. , potatoes and onions) or dissimilar keeping qualities (i.e. , bananas and eggs) .

d Possible contamination of subsistence items if consolidated with general cargo.

(c) Shipment units are aggregated for unitized (pallet, CONEX, SEAVAN, etc.) handling and movement whenever possible. MILSTAMP documentation" for the shipment units in the aggregation is maintained. Such aggregations will conform with the rules of line item and commodity aggregations listed in paragraph B.1.b. (5) (b), except that:

1 Shipment units destined to the same intermediate breakbulk point need not be destined to the same consignee to be aggregated.

2 SEAVANs may be stuffed for more than one consignee when stopoff services are used.

3 Shipment units of ammunition, explosives, and other hazardous materiels may be loaded into one conveyance if the provisions of the applicable publications listed in the front of this regulation are met.[2]

(6) The TCN is assigned, usually by the shipper, to each shipment unit for control from origin to ultimate consignee. The SEAVAN TCN is assigned by the WCA/OCCA at the time of clearance. Because it is a control used throughout the transportation system, the assigned TCN will not be changed except as authorized for partial or split shipments. Detailed instruction for constructing all types of TCNS is contained in appendix C.

(7) The pieces, weight, and cube for each shipment unit must be determined. In all cases, they are expressed as whole numbers. Fractions or decimals are rounded to the next higher whole number. Numbers less than one are rounded to one.

(a) The pieces in a shipment unit are those separate segments which have not been unitized. For example, a shipment unit may have 10 separate items which will be counted as 10 pieces. However, if

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2 See footnote 1 on page 2-B-7.

those 10 items are unitized,. e.g., banded together on a pallet, they will be counted as one piece.

(b) The weight of a shipment unit is expressed in whole pounds. It is the total for all the pieces in the shipment unit. Certain specific variations are detailed in the applicable instructions for TCMD preparation. Any individual piece or unitized piece (other than an SEAVAN/MILVAN) that weighs 10,000 pounds or more is identified as a heavy lift.

(c) The cube of a shipment unit is expressed in whole cubic feet. It is the total for all the pieces in the shipment unit. Certain specific variations are detailed in the applicable instructions for TCMD preparation in appendix D.

(d) In MILSTAMP data formats, the space allotted for the entry of pieces, weight, and cube is limited to four, five, and four characters respectively. If any entry exceeds the capacity of the field (i.e., more than 9,999 pieces, 99,999 pounds, or 9,999 cubes), the entry will be as follows:

1 10,000 to 19,999 pieces/cubes or 100,000 to 199,999 pounds. Drop the first position "l" and for the second digit substitute a letter/character as follows: 0=&, l=A, 2=B, 3=C, 4=D, 5=E, 6=F, 7=G, 8=H, 9=I. For example: 13,468 pieces = C468.

2 20,000 to 29,999 pieces/cubes or 200,000 to 299,999 pounds. Drop the first position "2." For the second position digit, substitute a letter/character as follows: O=-, l=J, 2=K, 3=L, 4=M, 5=N, 6=0, 7=P, 8=Q, 9=R. For example: 220,015 pounds= K0015.

3 When shipment pieces, weight and cube details exceed the above data limits for the prime TCMD record, a trailer record will be required. The prime TCMD record will indicate a W followed by zeroes in appropriate piece, weight and/or cube field. The T_9 trailer will carry specific shipment unit details.

(8) The dimensions of the individual pieces, or a unitized piece, of a shipment unit are normally a concern only if they are outsize. Whenever a piece (other than a POV, CONEX, or SEAVAN/MILVAN) measures more than 6 feet in any dimension, it is said to have outsize dimensions; The shipper must know the actual dimensions (in inches), weight and cube of any piece with outsize dimensions prior to preparing transportation documents.

(9) Determining the mode and method of shipment is generally the responsibility of the shipper.

(a) Mode refers to the general category of movement, e.g., air or surface, while method refers to the specific means of transportation, e.g., motor, rail, air freight, parcel post, etc. DoD policy for selecting the mode of shipment is contained in DoD Directive 4500.9 (reference i). Basic policies for CONUS movements are published in the DTMR (reference j) ; overseas, in comparable theater directives. The mode and method of transportation selected will be that which will meet DoD requirements satisfactorily at the lowest overall cost to the Government from origin to the final known destination in CONUS or overseas. When service and cost are equal, the method which uses the least fuel is selected.

(b) The normally recommended modes of shipment based on transportation priority are shown in figure 2-B-1. Additional traffic management factors considered when selecting the mode of shipment include the RDD, nature of the material, weight and cube of the shipment, distance to be shipped, and the costs of the transportation alternatives available between the consignor and consignee. The ability of the shipper, transshipper, and receiver to handle shipments by a particular mode also influences the mode selection. This handling ability is determined by reference to such publications as the Terminal Facilities Guides or by direct contact.

(c) When a shipment unit or consolidation of shipment units is of sufficient volume to effectively utilize an SEAVAN/MILVAN, selection of that method of surface shipment is arranged through coordination between the shipper and the clearance authority as detailed in paragraph B.3.b. (2).

(10) National Stock Number (NSN) data is required for all shipments by the joint deployment community for purposes of apportioning lift, tracking and monitoring cargo during peacetime, contingencies, and mobilizations. NSN data is determined by the shipper from available requisition source data or unit equipment records. When multiple items of supply are consolidated to form a single shipment unit, the NSN will be determined by the predominant weight factor. The format for providing the NSN is in appendix D.

(11)- The commodity of each shipment is determined by the shipper and is usually represented on transportation documentation by a code.

(a) Separate MILSTAMP code structures are used for air and water shipments. Both of these code structures identify the commodity, with varying degrees of specificity, as well as providing information about any special handling which may be required. Complete explanation of these codes is detailed in appendix F2 for air shipments and appendix F20 for surface shipments.

(b) In addition to these MILSTAMP commodity codes, shipments between CONUS and Hawaii or Guam are also described on the TCMD using the NMFC (reference k) or the UFC (reference 1) commodity descriptions. The shipper includes this clear text description in the miscellaneous information on the TCMD using document identifier T_9 as indicated in appendix D, figure D-12. The information is detailed for each shipment unit, including those in SEAVANs, but excluding hazardous materials which are already adequately detailed. Shipment units containing multiple commodities are described using the NMFC/UFC (references k and 1) description of the highest rated article. An abbreviated description similar to that used in the Freight Classification Guide System discussed in the DTMR (reference j) is acceptable.

(12) The POE, either air or water, is determined by the shipper, often with the assistance of the clearance authority. Selection of the appropriate POE is normally dependent on the transportation channel of the lowest cost service which meets the delivery requirements. Except for shipments by minibridge, the POE is the actual location of loading on the vessel (military or commercial) and not merely a military port responsible for the loading operations.

(a) The APOE is indicated on transportation documents by the applicable air terminal identifier code from appendix F4. The clear text designation may be included on manual documents in addition to the required code. Guidance as to which APOE is to be used for a particular overseas destination may be obtained from the ACA listed in appendix J or from the AMC Sequence Listing for channel traffic. The latter is published by HQ AMC (TRRR) Scott AFB, IL 62225-5001, and updated periodically by message. The appropriate APOE for shipments to mobile units, including Navy fleet vessels, must be obtained from the sponsoring Service ACA.

(b) The WPOE is indicated on transportation documents by the applicable water port identifier code from appendix F21. The clear text designation may be included on manual documents in addition to the required code. Selection of the WPOE is made by the WCA/OCCA for RU shipments and certain LRU shipments (indicated in appendix H) . The shipper makes the selection for most LRU shipments. For all shipments

(RU and LRU) to mobile units, including Navy fleet vessels, the appropriate WPOE is obtained from the sponsoring Service ACA.

1 An RU is a shipment unit of a specific commodity, weight, size, or mode which requires an export release before shipment. For CONUS, RUS are specifically defined in the DTMR (reference j), for overseas, in applicable theater directives. An RU shipment generally includes one or more of the following characteristics:

a Weighs 10,000 pounds or more,

b is classified, explosive, poisonous, or requires protective or security measures;

c occupies or is tendered as a full carload or truckload; or

d moves to the WPOE by driveaway method.

2 An LRU shipment is any shipment unit which is not an RU as described in paragraph B.1.b. (12) (b)1.

a For LRU shipments from CONUS, the shipper selects a WPOE from those listed in appendix H. For LRU shipments from an overseas location, the shipper receives WPOE selection assistance from the local WCA/OCCA. Since time is usually not the critical element for surface movements, the shipper selects the WPOE which is generally cost favorable. A table of CONUS cost favorable LRU ports which incorporates cost to the port, port handling, and ocean transportation charges is located in appendix H. When an RDD is established, in addition to the cost, the WPOE selection considers the total transit time (including travel to the WPOE, port handling, sailing frequency, and sailing time to the WPOD). Appendix H, figure H-2, is designed to aid in selecting a WPOE based on transit time as explained in paragraph 2.c of the appendix.

b The shipper may direct a shipment to a port other than one suggested in appendix H for service or cost reasons. Such nonstandard routing is only made to ports listed in appendix H as capable of handling LRU shipments to the overseas destination. Upon request of a shipper, the WCA/OCCA may authorize other deviations for specific LRU shipments under unusual circumstances. The appropriate WCA/OCCA provides assistance for shipments to destinations not listed in appendix H.

3 Personal property shipments by DPM or Code 5 are assigned WPOEs as listed in appendix H. Primary and alternate WPOEs for POVS are determined from appendix N, of the PPTMR (reference h) .

(c) The shipper may determine a shipment should be routed to a CCP instead of directly to a WPOE. The CCPS have been established throughout CONUS by the Military Services and DLA to consolidate cargo for onward movement by SEAVAN.

1 The sponsoring Services/Agencies establish the criteria for selecting shipments routed to inland CCPS instead of directly to a WPOE. These criteria are issued to the applicable shippers and generally exclude arms, ammunition, and explosives; other classified or protected items requiring signature security service; most--cargo requiring refrigeration; radioactive material; items that are oversize to a **40** foot SEAVAN; and shipments which fill an SEAVAN (by weight or cube) . For shipments not excluded, the shipper determines the applicable CCP from the DoDAAD (reference f) . The DODAAC of the CONUS CCP serving an overseas consignee is listed in the DoDAAD entry for that consignee, under the column headed BBP.

2 Instead of the WPOE, the shipper enters the applicable CCP identifier code from appendix F5 on MILSTRIP shipment status documents.

3 The original shipper does not clear a shipment sent through a CCP. The shipper does, however, prepare a TCMD using the format for a DI T_3 or T_4 (and necessary DI T_5 through T_9 entries) as detailed in appendix D. All applicable record positions (rp) on the TCMD are completed except rp 4-8 (Van Number), rp 21-23 (POE), and rp 63 (Stop-off Indicator).[3]

(13) The shipper determines the POD whether the shipment moves by air or water. The POD for each consignee outside CONUS can usually be found in the DoDAAD (reference f) . The code used will indicate the final destination terminal. The DoDAAD (reference f) lists the POD for air shipments under the heading ATI, and the POD for water shipments under the heading PD. If the consignee is served by a CONUS CCP, the DODAAC of the CCP is also shown in the DoDAAD (reference f) and

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3 The TCMD reflects the DODAAC of the overseas consignee, not the CONUS CCP. The shipper then forwards the TCMD to the CCP as detailed in paragraph B.2.a of this chapter.

the shipper sends applicable shipments to the CCP as explained in paragraph B.1.b. (12) (c).

(a) The APOD is indicated on transportation documents by the applicable air terminal identifier code from appendix F4. The clear text designation may be included on manual documents in addition to the required code. Additional guidance as to which APOD services a particular destination may also be obtained from the ACA listed in appendix J or from the AMC Sequence Listing for Channel Traffic. The latter is published by HQ AMC (TRRR), Scott AFB, IL 62225-5001 and updated periodically by message. The appropriate APOD for shipments to mobile units, including Navy fleet vessels, must be obtained from the sponsoring Service ACA.

(b) The WPOD is indicated on transportation documents by the applicable water port identifier code from appendix F21. The clear text designation may be included on manual documents in addition to the required code. Additional guidance as to which WPOD serves a particular destination may be obtained from the WCA/OCCA listed in appendix J. The appropriate WPOD for shipments to mobile units, including Navy fleet vessels, must be obtained from the sponsoring Service ACA. The WPOD for POVS is determined from appendix N of the PPTMR (reference h) .

1 For shipments to CONUS from outside CONUS, shippers determine the WPOD by referring to appendix I. In that appendix, the appropriate WPODs are listed in order of preference for shipments to the various states. The WPODs listed are used to the extent practicable, but do not supersede existing directives or instructions issued by the Military Services. Separate guidelines are included for shipments of general cargo, personal property (DPM and Code 5), classified cargo, and explosive or other cargo requiring protective security measures.

2 When a shipment of 250 or more measurement tons from outside CONUS to a single inland CONUS destination is planned, the shipper notifies the appropriate CONUS OCCA by electrical means. The shipper includes information on the commodity, ultimate destination, and commodity/item manager so the OCCA may assist in WPOD selection and possibly negotiate favorable onward movement rates.

(14) The TAC must be determined by the shipper for every shipment. Volume II of this regulation provides detailed instructions for developing/determining the proper TAC. Since the TAC represents a funding account, its correct application is essential to valid budgeting and payment of transportation expenses.

(15) In addition to the general information listed in paragraphs B.1.b. (1) through (14) above, the shipper must also determine limited special data for certain specific commodities or types of shipments.

(a) For shipments of hazardous materials ***to and from surface and*** **aerial ports,** including ammunition and explosives, the shipper must determine:

1 Whether or not the shipment can be considered Government-owned military hazardous material (including ammunition and explosives) which was originally packaged prior to 1 January 1990 and remains in its original packaging.

a If yes, then a statement attesting to that fact must appear on the shipping documents accompanying the shipment to the POE and also be noted on the ATCMD (T_9 record) advanced to the MTMC Area Command or terminal. The statement will read: "GOVERNMENT-OWNED GOODS PACKAGED ***BEFORE*** 1 JANUARY 19***90***."

b If the material was packaged after 1 January 1990, and/or cannot be considered Government-owned for military use, then compliance with the Performance Oriented Packaging (POP) requirements of the International Maritime Dangerous Goods Code (water mode) and the International Civil Aviation Organization (air mode) ***technical instructions is*** mandatory. Shippers note - Any and all costs incurred to bring a noncomplying shipment subject to POP standards into compliance will be borne by the shipper.

c If the shipment is hazardous including ammunition or explosives and subject to POP requirements but ***a*** Competent Authority Approval (CAA) (DOT approval to deviate) ***has*** been obtained, then the CAA number must be reflected on the shipping documentation accompanying the shipment and on ATCMD data (T_9 record) advanced to MTMC Area Commands or ports.

2 The Proper Shipping ***Name (PSN)*** including the RQ (if appropriate), hazard classification ***including the compatibility group for ammunition and explosives,*** and DOT label requirements as prescribed in 49 CFR (reference m) . The DoD HMIS may be used to assist in determining the ***PSN*** and certain additional shipping data.

3 The NEW for Class ***1.1, 1.2, 1.3*** and ***1.4*** explosives.

4 The actual flashpoint for flammable liquids, usually from the container markings prescribed by MIL-STD-129 (reference n) .

5 The DoDIC for shipments of ammunition and explosives. This four digit alphanumeric code is assigned to items of supply in FSG 13 (ammunition/explosives) and 14 (guided missiles) . Found listed by NSN in such publications as DoD supply catalogs or the FILDR, the DoDIC is often prefixed by the FSC and listed as the DDAC or DoDAC. For example: If the DDAC/DoDAC is 1305AO11, the DoDIC is AO11.

6 The NSN whenever possible.

7 The round/component count for each unit of issue and, by extension, the total round/component count for the shipment unit.

8 Additional data for radioactive material as required by 49 CFR (reference m) .

9 The UN, NA, or ***ID*** number, class number, and, if applicable, compatibility group code from the IMDGC for water shipments.

10 The load/storage group from AFR 71-4, et al., (reference o).

11 The lot number on all shipments of ammunition.

(b) For shipments of Government vehicles, trailers, wheeled guns, or aircraft, the shipper determines the model, nomenclature, and serial number of the item being shipped. When shipping to Central or South America, the shipper also needs to determine the make and year of the item. All of this information is entered in the trailer data portion of the TCMD.

(c) For shipments of personal property, the shipper determines information peculiar to each shipment. The shipper includes this additional information in the trailer portion of the TCMD.

1 For unaccompanied baggage and household goods, the shipper includes the owner's name and grade on the TCMD. The complete address is included when the shipment is consigned to a civilian location. For DPM shipments to CONUS, the shipper also determines the net weight of the shipment. For shipments of unaccompanied baggage belonging to Air Force personnel (military and civilian) on TDY, the shipper determines, from the DD Form 1610, Request and Authorization for

TDY Travel of DoD Personnel, the travel order number (item 22) and the ADSN/fiscal station number (item 19) . Finally, for all TGBL shipments entering the DTS, the shipper determines the origin household goods carrier.

2 For shipments of POVs, the shipper (usually a WPOE) determines the owner's name and grade as well as the POV year, make, color, and license plate number and issuing state.

(d) For shipments loaded into an SEAVAN/MILVAN at origin, the shipper determines a variety of information about the SEAVAN/ MILVAN itself. Most of the information is obtained during the booking and container loading (stuffing) process.

1 The shipper identifies the van number, the size (length in feet) of the van used, its inside cubic capacity, and who owns it. In addition, the shipper obtains from the WCA/OCCA the name of the ocean carrier which will actually move the van. Since it may directly affect the charges to the Government, the shipper maintains information on the size of van ordered in addition to that actually used.

2 When shipping in a reefer container, the shipper determines the temperature at which the cargo is to be maintained. The temperature is stated in degrees Fahrenheit as either a specific temperature or temperature range.

3 When shipping an MILVAN equipped with a mechanical bracing system, the shipper determines the number of beam assemblies in the loaded MILVAN.

(e) For shipments of arms, ammunition, generators (60 KW and above), and vehicles consigned to U.S. Forces in Turkey, the shipper obtains Turkish General Staff approval and a TDA number as detailed in appendix D, paragraph 3.c.

2. Preparing the TCMD. After the shipper has determined the many factors affecting a shipment in the DTS, the next step is preparation of the TCMD, i.e., automated record or DD Form 1384, Transportation Control and Movement Document. The TCMD lists all the data about a shipment and is prepared in one of several formats for every shipment except unaccompanied baggage (code J) shipments. For code J shipments, the carriers port agents are responsible for preparing a TCMD for each shipment delivered to the AMC aerial port in accordance with DoD 4500.34-R (reference h). Local carrier port agents are also responsible for all necessary corrective actions.

a. The TCMD provides the clearance authorities, ports, receivers, and other interested transportation personnel with advance notice of shipments and the information necessary to process the shipments through the DTS. The information on the TCMD is the basis for preparation of air and surface manifests and for compiling logistics management reports. The form itself may be used as a dock receipt, tally sheet, highway waybill, or for other transportation control purposes. A copy of the TCMD is placed in a waterproof envelope on the number one box of shipment units forwarded to a CONUS CCP and on all shipments of personal property (Baggage and Household Goods) entering the DTS.

b. The TCMD has three primary formats – the **80** column computer data record, the electrically transmitted message, and the manual or hard copy form. While all of the formats contain the same basic information about a shipment, the automated record is used whenever both the preparing and receiving activities are able to prepare, transmit, and receive automated records. Activities or segments in the DTS may use (on-line) electronic data transmission facilities provided the data exchanged is based on the same formats, contains the same information, and results in the prescribed output products.

c. The manual format of the TCMD (DD Form 1384) or the DoD single line item release/receipt document (DD Form 1348-1) is used for QUICKTRANS shipments. Appendix D details the additional entries the shipper makes to identify QUICKTRANS transshipment terminals. When a shipment travels by combination of QUICKTRANS and AMC or ocean transportation, the shipper prepares a TCMD or DD Form 1348-1 for the QUICKTRANS portion in addition to the TCMD normally prepared for air or ocean clearance.

d. The information entered on the TCMD is described as either prime or trailer data. Prime data is required for every shipment while trailer data, which is supplementary, is also required for some specific type shipments. Shipments consolidated into an SEAVAN/MILVAN, RORO, CONEX or other consolidation container also require a prime data entry for the consolidation container in addition to the prime and trailer data for each shipment unit.

e. Document Identifier (DI) codes indicate what type data is being detailed and the format in which it is presented. DIs for shipment unit prime data are T_O, T_1, T_2, and T_3. Prime data entries for shipments consolidated into an SEAVAN, MILVAN, CONEX, 463L pallet, a RORO vehicle/trailer or other consolidation container are identified by DI T_4. Trailer data entries use DIs, T_5, T_6, T_7, T_8, and T_9. Based

on the type of shipment, trailer data entries must be prepared as follows:

Type Shipment	Mandatory Trailer Format DI code
Outsized (see paragraph B.1.b. (8))	T_5
Government vehicles including trailers, wheeled guns and aircraft	T_5
Ammunition and explosives	T_6, T_7, T_9
Other hazardous materials	T_6, T_9
Personal property	T_8

f. Detailed instructions for preparing all TCMD formats are contained in appendix D.

g. In addition to other uses of the TCMD, the shipper forwards a copy (listing, interpreted punch cards, ETM), or similar documentation containing TCMD data, for each shipment unit in an SEAVAN. The shipper places the copies in a waterproofed envelope labeled “Load List” and attaches it securely to the inside of the SEAVAN loading door. Both consolidated and partial load lists are made when the SEAVAN is loaded for stopoff deliveries.

h. The shipper prepares a TCMD for SEAVAN shipments moving to a WPOE under terms of the MSC Container Agreement and Rate Guide (reference p) . In accordance with Title 49 CFR (reference M) when hazardous and nonhazardous materials are listed on an SEAVAN TCMD, the hazardous material content records, i.e., T_4 records with hazardous water commodity codes and their accompanying T_6, T_7, and T_9 records must be entered first. Preparation instructions are outlined in appendix D, paragraph 3.b. The shipper, as a minimum, maintains one signed copy to record acceptance by the original inland carrier. In addition, the shipper provides the inland carrier with at least two copies of the TCMD. The inland carrier, in turn, gives one of the copies to the ocean carrier’s representative (e.g., gate guard, checker) when delivering the SEAVAN to the carrier’s container yard.

3. Shipment Clearance

a. General

(1) After the TCMD is assembled, the shipper offers for clearance all cargo (including all personal property except unaccompanied baggage (Code J)[4] and POVS) entering the DTS prior to making the shipment. The procedures for shipment clearance serve a common purpose whether the movement is by surface or air. The clearance process aids cargo receiving and the scheduling of watercraft and aircraft, as well as providing the TCMD data for manifest preparation.

(2) As exceptions or additions to the general procedures detailed below, shippers and clearance authorities may develop local agreements to satisfy clearance and documentation requirements. These local agreements are limited to regular cargo movements through normal POE/POD combinations as listed in the agreement, appendix H of this regulation, or the AMC Sequence Listing for Channel Traffic. The local agreements must result in documentation as required by this regulation. The formal agreements must be approved by the Service/Agency headquarters of both the shipper and the clearance authority.

(3) For most shipments, air or water, the clearance process is started when the shipper submits advance TCMD information to the appropriate clearance authority listed in appendix J. An exception to that general rule (for RU and certain LRU shipments) is addressed in paragraph B.3.b. (2). The contract administration office or purchasing office arranges for clearance and appropriate documentation of all vendor shipments in the same manner as a shipper. The responsibilities and general procedures for the ocean and air clearance authorities are detailed in paragraph B.3.d.

b. Surface Clearance

(1) There are two procedures for clearing surface (ocean) export cargo, one for RU shipments and one for LRU shipments. Unless specifically excluded, the procedures apply to all shipments in the DTS including personal property other than POVs, vendor originated material, and mail. Additional details for clearance of personal property are contained in DoD 4500.34-R (reference h) . The primary difference between the two shipment clearance procedures is the ETR.

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[4] The selection of Code J as a method of movement in itself negates the need for air clearance action. The submission of ATCMDs to the ACA is not require-d.

(2) Prior to making an RU surface export shipment (as defined above in paragraph B.1.b. (12) (b)1) the shipper must request an ETR from the WCA/OCCA. Certain LRU shipments indicated in appendix H also require an ETR. In all cases, the procedures by which the WCA/OCCA processes the request are outlined in paragraph B.3.d. (2).

(a) The content of the ETR request and the procedures for its submission in CONUS are detailed in the DTMR (reference j) . Similar information for use outside CONUS is contained in theater directives.

(b) The shipper receives an ETR from the WCA/OCCA as indicated in figure 2-B-2. The OCCA will furnish an ETR within 48 hours for TP-1 and TP-2 shipments and within 3 working days for TP-3 shipments. If the OCCA must secure a firm booking prior to issuing the ETR, the shipper will be notified (within 48 consecutive hours from receipt of request) of the estimated date for issuance of the ETR.

(c) The content of the ETR, like the ETR request, is outlined in the DTMR (reference j) for CONUS and in theater directives for outside CONUS. For shipments to be loaded in an SEAVAN by the shipper, the ETR includes the carrier. The WPOE and WPOD will be the actual loading and unloading locations and not merely the military port responsible for the origin and destination area.

(d) After receiving the ETR, the shipper makes any necessary additional entries on the TCMD and proceeds according to paragraph 3.b. (3). If the WPOE delivery date established during the clearance procedure cannot be met, the shipper telephones the WCA/OCCA for alternate instructions.

(3) The shipper clears LRU surface shipments, or shipments for which an ETR has been received, by sending advance TCMD data to the WCA/OCCA.

(a) No surface export shipment is made until the shipper submits an advance TCMD according to the timetable shown in figure 2-B-2. When a shipment is routed through a CCP, the CCP acts like a shipper and clears the shipment. The actual originator of the shipment only prepares a TCMD as described in paragraph B.1.b. (12) (c) .

(b) Whenever possible, the advance TCMD data for three or more shipment units moving on a single GBL are batched and submitted to the WCA/OCCA under a GBL header card as shown in figure 2-B-4. GBL

header cards are used when they do not delay transmission of the advance TCMD data to the WCA/OCCA.

(c) Complete advance TCMD data for SEAVANs (van and contents) are transmitted by the shipper or CCP to the WCA/OCCA. The date for each SEAVAN is transmitted separately.

(d) LRU shipments, and shipments for which an ETR has been received, are considered cleared if they have not been challenged by the WCA/OCCA prior to 1600 local time on the day before the day shipped entry on the advance TCMD. If the shipment is challenged, the shipper follows the instructions provided by the WCA/OCCA. The shipper will immediately call the WCA/OCCA if unable to comply with the challenge instructions.

(e) If the shipment is delayed at the origin and will not arrive at the WPOE by the ETA shown on the TCMD, the shipper will promptly notify the WCA/OCCA.

c. Air Clearance

(1) The shipper must clear all cargo shipped by Government controlled cargo air systems; i.e., AMC, and QUICKTRANS. The air clearance procedure is essentially the same as for water shipments. In the air systems, however, there is no requirement for an ETR and no differentiation between RUS and LRUs.[5]

(2) The shipper clears an air shipment by sending advance TCMD data to the ACA. The ACAS are designated by the Services and Agencies and listed in appendix J. Prior to making an air shipment, the shipper submits an advance TCMD to the ACA according to the timetable shown in figure 2–B-5.

(3) Except for shipments by TP–4 an air shipment is considered cleared if the ACA has not challenged it by the hour/day entered in the advance TCMD date shipped field. Challenges by the ACA are issued by telephone or message and may be made at any time prior to the estimated hour/day shipped TCMD entry. If the shipment is challenged, the shipper follows the. instructions issued by the ACA.

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5 See footnote 4 on page 2-B-20.

(4) For shipments selected to move by TP-4 service, the shipper will submit the advance TCMD data to the ACA as for any other air shipment. The transportation priority entry will be "4". Unlike other air shipments, the shipper will not release a TP-4 shipment until specifically approved by the ACA. When the ACA rejects a shipment, the shipper submits advance to the WCA/OCCA for surface movement.

(5) Shipping activities will obtain airlift clearance from point of origin to destination for cargo moving from one theater to another when traversing the CONUS. Shipping activities obtain this clearance by providing complete TCMD data to the origin theater ACA.

(6) The PCCS and the ARFCOS provide appropriate TCMD data for shipment clearance according to procedures developed locally with the ACA .

(7) If appropriate, the shipper submits a request for Green Sheet action to the sponsoring Service ACA (see paragraph B.1.b. (2) (f)3).

d. Clearance Authorities

(1) General

(a) Clearance authorities do not actually handle material shipments, but do provide an important documentation link between the shipper, transshipper, and receiver. Appendix J is a complete list of both ocean and air clearance authorities, as well as booking offices for ocean cargo. In general, the clearance authorities:

1 Control the movement of cargo. That control includes furnishing TCMD data to the terminal for each shipment unit, coordinating movements of classified or courier material, and monitoring retrograde cargo from overseas to CONUS, assuring shipment to the ultimate CONUS consignee.

2 Divert cargo as required and in coordination with the sponsoring Services.

3 Trace and expedite cargo.

4 Provide lift and receipt data to the Services/ Agencies, including the USTRANSCOM, as required.

5 Correct discrepancies in shipment documentation with the assistance of the sponsoring Services. Documentation correction

includes directing the TCMD Effectiveness Program (as explained in appendix E) for late, missing, or improperly prepared TCMDS. [6]

(b) Using the information on the advance TCMD submitted by the shipper, the clearance authority determines if the shipment is correctly routed. This check verifies such details as the availability of transportation service between the POE and POD indicated as well as the suitability of the mode of transportation, i.e., air versus water. These various traffic management considerations and the authority to apply them are prescribed in individual/joint Service regulations and overseas theater command directives. If the shipment is accepted as routed, the clearance authority normally does not communicate further with the shipper. When additional guidance must be provided to-the shipper or if the shipment routing is to be challenged, the clearance authority immediately contacts the shipper. Details of the procedures for challenge or guidance are included in the paragraphs on air and water clearance below.

(2) Water Clearance Authority

(a) The clearance authority for shipments moving by surface (ocean) is the WCA. The WCA works with the OCCA which is responsible for arranging the actual ocean carriage. Appendix J lists all WCAs/OCCAs along with their communications addresses. The WCA/OCCA is designated by the geographic location of the WPOE. In CONUS, the WCAs/OCCAs are the MTMC area commands. In areas outside CONUS, the WCA/OCCA is designated by area and/or sponsoring Service according to theater directives.

(b) After receiving the advance TCMD from the shipper, the WCA/OCCA determines whether cargo will be shipped in containers (SEAVANS, etc.) or by breakbulk. When the nature of the cargo and the ocean service available allows movement by either container or breakbulk service, the WCA/OCCA gives preference to the method which offers the lowest overall cost to the Government and meets sponsoring shipper Service requirements.

(c) Having determined the lowest "cost method of ocean transport which meets Service requirements, the booking office contacts the appropriate ocean carrier.

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6 For shipments from CONUS, HQ AMC provides sponsoring Services with receipt and lift information (within 4 hours) and with reports of late or missing TCMDs.

(d) The information used in the offering/booking process includes the following:

1 For container offerings:

a The cargo category; i.e., general cargo (including mail and mail equipment), POV, wheeled or tracked vehicles (unboxed), or refrigerated cargo (chill or freeze).

b The size of container(s) required stated simply as large (over 32 feet long) or small (32 feet or less in length) . If either large or small containers are acceptable, no size is specified. Requests for containers of a specific size (e.g., 20, 27, 35, or 40 feet) are made only when required by characteristics of the cargo or other identifiable reasons. The booking office accepts requirements for a specific length container, but not requirements which name a specific carrier, except when the specified length is rate favorable under the MSC container agreements or when the shipper submits adequate cost data to justify the size indicated.

c The consignee.

d The day the cargo will be available for stuffing.

e The stuffing point location (warehouse, street address, dock number, etc.) .

f The cargo priorities including the RDD, SDD, and RAD for MAP cargo. Delivery time from the POD to the ultimate consignee is also considered in obtaining ocean service.

g The loading and discharge ports and, when using MSC through-container rates, the inland origin and destination points.

h For MAP or other air cargo, whether or not discharge costs are the responsibility of the recipient government.

2 For cargo offerings:

a The measurement tons by cargo category; i.e., general cargo, ammunition/hazardous cargo, POV, cargo carrying trailer, aircraft, special (including all other wheeled or tracked vehicles and any commodity weighing more than 10,000 pounds or more than **35** feet in

any dimension) , refrigerated cargo (chill or freeze) , and bulk (unpacked commodities) .

b The loading and discharge ports.

c The day the cargo will be available for loading.

d The cargo priorities including the RDD, SDD, or RAD. Delivery time from the WPOD to the ultimate consignee is also considered in obtaining ocean service. If there is a shortage of a specific type of space for cargo requiring special handling or stowage, the WCA/OCCA coordinates the cargo's relative priority with the appropriate Service/Agency or theater authority.

e For MAP or other air cargo, whether or not discharge costs are the responsibility of the recipient government.

(e) In the booking process, when selecting the ocean transportation, the concerns addressed include:

1 The availability of timely and economical ocean shipping which meets the requirements for delivery of the cargo.

2 Consolidations of cargo that may be made without adversely affecting timely delivery of the shipment.

3 Best utilization of MSC controlled vessels, commercial, breakbulk, or RORO vessels.

4 Compliance with DoD policy prohibiting use of foreign flag shipping when U.S. flag shipping is available and capable of meeting the delivery requirements.

5 Acceptance, without challenge, of container-required offerings unless such bookings conflict with the prohibition on use of foreign flag vessels.

6 Equitable distribution of traffic among U.S. flag commercial carriers consistent with delivery requirements and lowest cost .

7 Movement of protected cargo by the most direct sailings possible with ocean service beginning and ending at the carri-

er's terminal. Containerized cargo is booked using container service code "K."

8 Movement of personal property (code 5) shipments by either container or breakbulk vessel. Those moved by containership are booked for applicable local drayage (container service code "L" or "l''-" 9") between the actual WPOD and the military port activity. When the military port activity is not in the local drayage zone of the actual WPOD, the shipments are booked under container service code "M."

(f) Information necessary for ship loading and manifesting is developed during the booking process. The basic booking information includes:

1 The vessel name, type, IRCS or the hull number for towed ocean barges without an IRCS, and for SEAVAN shipments the assigned voyage number.

2 The vessel operator and local agent.

3 The day the vessel is available for loading.

4 The itinerary of the vessel including ETA at the WPOD .

5 The vessel's capability to handle specific cargo requirements, e.g., unusual size or weight.

6 The description and location of allocated stowage space aboard the vessel (provided as soon as possible, but not later than 48 hours before the vessel is available for loading) .

7 The terms of carriage, i.e., who is responsible for loading and unloading; see appendix F18.

8 The vessel status, i.e., the type of shipping and payment agreement; see appendix F18.

(g) . When cargo is to be transferred from one vessel to another enroute to the final WPOD, the booking office provides the manifesting activity with data to be included in the cargo traffic message and cargo manife'st. This transshipping information includes:

1 The M/Ts of cargo (or number of SEAVANS) and commodity(ies) being transshipped.

2 The transshipment port (s) .

3 The name of each subsequent vessel (or dest ination of overland mode, if applicable) .

4 The ETA at each transshipment port and manifested WPOD .

5 Whether the carrier or Government is responsible for transshipment costs.

6 The letters "TBN" (to be named) if the subsequent vessels have not been identified.[7]

(h) If the booking proposed by the booking office is not acceptable to the military activity responsible for loading the cargo, the activity coordinates directly with the booking office to resolve the problems. Shipments of classified cargo or small increments of class A or B explosives for which timely and economical ocean delivery cannot be arranged may, with the approval of the sponsoring Service, be diverted to air.

(i) When an acceptable booking has been arranged by the booking office, a cargo clearance order is issued.

(3) The ACA

(a) The clearance authority for shipments moving by AMC, or QUICKTRANS is the ACA. Appendix J lists all ACAS and their communications addresses. Each sponsoring Service has a designated ACA for shipments exported from CONUS by AMC. The Air Force ACA also clears CONUS export shipments sponsored by any shipper other than the Army, Navy, Marine Corps, or Coast Guard. In areas outside CONUS, the ACA is designated by area and/or sponsoring Service.

(b) The ACA for all shipments by QUICKTRANS is NAVMTO.

(c) The ACA issues shipment challenge or consignment (APOE, APOD, and consignee) instructions as necessary. The challenge

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7 If the TBN entry is used, or the subsequent vessel(s) change(s), or the requirement for transshipment is identified after shipment, the booking OffiCe notifies all addresses of the original cargo traffic message.

instructions are issued by telephone or message whenever the ACA determines a shipment should not be shipped as indicated on the advance TCMD. The ACA contacts the sponsoring Service ILCO to obtain confirmation of' questionable airlift requirements for SAP shipments. Challenges are issued any time prior to the estimated hour/day of shipment listed on the advance TCMD.

(d) The ACA provides air terminal operators (HQ AMC for CONUS export) with complete TCMD data for shipments accepted into the DTS . The QUICKTRANS ACA also provides the terminals with loading and routing instructions for accepted shipments.

(e) When notified that a shipment weighing more than 500 pounds has been received at an aerial port without advance clearance, the ACA either clears or diverts the shipment within 36 hours. The ACA provides the terminal with a TAC for all shipments authorized air movement. A fund citation and diversion instructions are provided by the ACA for those shipments not cleared. The ACA also obtains surface clearance as required by paragraph B.3.b.

(f) Upon receipt of an advance TCMD for shipment movement by TP-4, the ACA :

1 Clears the shipment based on the excess space estimate message, maximum TP-4 level, and coordination with the air terminal manager.

2 Enters urgency verification code "M" (an n-zone overpunch) in the TP column (rp 53) of the advance TCMD and passes the approved shipment documents to the APOE (HQ AMC in CONUS).

3 Returns to the shipper documentation for disapproved shipments.

e. Holding, diverting, and tracing are all actions in which a shipper may be involved due to irregular or interrupted movement of cargo in the DTS. In addition to the instructions below, formats for documenting these actions are detailed in appendix M.

(1) The shipper may hold a shipment for a wide variety of reasons including a consolidation delay, a wait for an export traffic release, or an embargo. These and other reasons for a transportation delay are listed in figure 2-B-6. The list also contains the transportation holding delay code which, for MILSTRIP shipments, the shipper enterS in 51 of the MILSTRIP shipment status card. By including this holding

code or its explanation on applicable shipment planning records, the shipper is able to research the cause of any shipment delays. Except for transportation delays as mentioned above, the shipper will not hold material requisitioned under MILSTRIP unless directed to do so by the supply source. (For non-MILSTRIP shipments, the shipping activity responsible for moving the material may hold the shipment when necessary.) As an exception to blanket holds placed on shipments during mass cancellation situations, shipments with "555" in the RDD field (rp 62-64, DD Form 1348-1A) are not held, but processed by the shipper in accordance with the applicable transportation priority.

(2) A transportation diversion may be a change of mode (e.g., from air to water), a change of destination, and/or a change of route. Except for mode change, the shipper will not divert material requisitioned under MILSTRIP unless directed to do so by the supply source.

(a) A diversion between modes is a routine occurrence during the clearance process and the shipper follows the instructions issued by the clearance authority. This type of diversion may happen as a result of:

1 A change in the urgency of need. Such a change may result in a planned air shipment being moved by surface or a surface shipment by air. A change in urgency of need may occur while the shipment is anywhere in the transportation system with the related diversion coordinated by the applicable clearance authority.

2 The challenge process during air clearance. Requisitions with a UMMIPS priority in Issue Group I and II result in TP-1 and TP-2 shipments which normally move by premium (air) transportation. When the actual need does not justify the additional expense normally associated with air transportation, the requisitioner may authorize the shipper or the ACA to direct diversion of the shipment for movement by a surface mode. Such a diversion occurs at the shipping point before actual movement.

(b) A diversion to a different consignee or destination may result from conditions such as:

1. Strikes, national disturbances, or acts of God.

2 Supply cancellations.

3 Terminations of projects.

4 Changes in logistics buildup.

5 Modification of permanent change of station orders authorizing personal property shipments.

6 Change in the receiving locations for mobile units.

(c) A diversion in the route of a shipment normally occurs after it leaves the shipper. Such change in route is only within a particular mode (i.e., air or water) and usually directed and coordinated by the clearance authority.

(3) Shipment tracing through MILSTAMP allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. While tracing assistance is normally obtained from the clearance authorities, the shipper may occasionally be asked for shipping data. The shipper responds to such requests by providing all available information. The formats used for tracing are detailed in appendix M.

4. Preparing Additional Shipper Documentation

a. In addition to the TCMD, the shipper prepares documentation which:

(1) Is applied to the shipment itself and includes addresses and most TCMD data (see figure 2-B-8) .

(2) Identifies special characteristics and handling requirements for air shipments (DD Form 1387-2) (see figure 2-B-10) .

(3) Constitutes a contract between the shipper and a carrier providing transportation service (CBL or GBL) .

(4) Reports the shipment of classified and certain hazardous material or inert components (REPSHIP) (figures 2-B–11 and 2-B–12) .

(5) Establishes a beginning point for reporting and collecting data on transportation performance in the movement of MILSTRIP shipments (Intransit Data Cards) .

(6) Provides a record of the condition, U.S. Customs and EPA qualifications, and complete ownership identification of POVS shipped in the DTS (DD Form 788) .

b. The shipper applies address markings to each piece of a shipment unit. The DD Form 1387, 1986 edition, will be used for address markings on all shipment units of DoD cargo. The form will be completed using automated or manual capabilities. Bar coded entries of TCN, Consignee DoDAAC, and piece number are mandatory on the DD Form 1387, effective 1 January 1989. Labels prepared by automated means must be readable by humans and electronic devices. Manually prepared labels must be readable by employees responsible for the movement of cargo. If the shipping container does not lend itself to application of the label, or if the label would cover or interfere with other required markings, the label will be attached to a general purpose tag or a wooden placard. The general purpose tag or placard will be tied, wired, or otherwise fastened to the shipment unit or movement conveyance (SEAVAN or air pallet) . A vendor or contractor making a shipment may apply address markings by silk screen, stencil, or alternate labels provided the procurement costs are not increased and the marking conforms with MIL-STD-129 (reference n) . Substitute labels or tags must contain the same data as the DD Form 1387 and be approved by the contract administration office.

(1) Detailed procedures for applying shipment markings are specified in MIL-STD-129 (reference n) . In addition, personal property shipments are marked according to MIL-STD-212 (reference t) and shipments of hazardous materials according to the 49 CFR (reference m) and other appropriate publications. The outside containers of classified or protected (sensitive) shipments are marked as specified in MIL-STD-129 (reference n) and sponsoring Service directives, but will not identify the classified or protected nature of the material being shipped.

(2) Illustrations of sample shipment markings are shown in figures 2-B-7 and 2-B-8. Shadow printing is the accepted method for indicating the TP. The TP may also be applied through the use of stick-on numerals or handwritten with waterproof marker.

c. The shipper also completes a Special Handling Data/Certification, DD Form 1387-2, for shipments of hazardous material and classified or protected articles moving by military controlled aircraft. The form identifies the characteristics of the material, precautionary measures, handling instructions, and other details necessary for the safe and proper handling of the shipments.

(1) . Detailed procedures for completing and distributing the DD Form 1387-2 are contained in joint publication AFR 71-4/TM 38-250/ NAVSUP PUB 505/MCO P4030.19E/DLAM 4145.3 (reference o). Only personnel trained in accordance with the joint publication are authorized to certify hazardous cargo for movement by military aircraft. The shipper

normally types the form, but, in an emergency, clearly legible handwritten entries are acceptable. Figure 2-B-10 illustrates a DD Form 1387-2 with basic preparation instructions for both hazardous and classified shipments whether hazardous or not. Along with the basic form, the shipper uses the continuation sheet, DD Form 1387-2c for any required entries that do not fit on the DD Form 1387-2.

(2) The shipper distributes the prepared copies of the DD Form 1387-2 as follows:

(a) When shipping unclassified hazardous material, the original signed form is attached to the number one package of the shipment. Three additional signed copies are forwarded to the originating air terminal in a waterproof envelope and attached to the-number one shipping container. An additional copy of the form (which need not be signed) is attached to each container in the shipment.

(b) When shipping unclassified, nonhazardous material, the DD Form 1387-2 is prepared and distributed as described above, except entries for the certification of hazardous material are left blank and the form need not be signed.

(c) When shipping material which is both classified and hazardous, the shipper prepares and distributes the DD Form 1387-2 in the same manner as for unclassified, hazardous material if none of the entries are classified. When any of the entries are classified, the shipper fully completes one copy of the DD Form 1387-2, including essential classified data. The shipper sends the completed copy (as a classified document) to the APOE for attachment to the aircraft commander's copy of the manifest. Three additional copies are prepared by the shipper with the statements "See Aircraft Commander's copy of the DD Form 1387-2" and "Signature and Tally Record Required" in the supplemental information block. Except for completion of the blocks listing the gross weight of the shipment, the TCN, and the destination DODAAC, the shipper leaves the balance of the form blank.

(d) When shipments are classified, but do not contain hazardous materials, the shipper enters the degree of protection required, e.g., "Signature and Tally Record Required, " in the supplemental information block. The shipper also enters the weight of the shipment, TCN, and destination DoDAAC. One copy of the DD Form 1387-2 is attached to each container. Three additional copies are forwarded to the originating air terminal in a waterproof envelope and attached to the number one container.

d. The shipper prepares a CBL or GBL as a contract with a carrier providing transportation services to the POE. Bills of lading for movement of SEAVANs include the SEAVAN TCN, TCN for each shipment unit, and the complete van and seal numbers. The detailed procedures for completing and distributing the bill of lading are contained in the DTMR (reference i) for CONUS and in appropriate theater directives overseas.

e. The shipper sends a REPSHIP by ETM (or telephone confirmed by ETM) as soon as possible, but not later than 24 hours after shipping classified or protected (except pilferable) and certain hazardous material or release unit quantities of inert components. The shipper transmits the REPSHIP to ensure its receipt before shipment arrival. REPSHIPS containing classified information, or which indicate that shipments are classified, are safeguarded according to the shippe-r's security regulations.

(1) When shipping classified (TOP SECRET, SECRET, Confidential) or protected (except pilferable)) material, the shipper notifies the transshipping activity (CCP or POE) and either the clearance authority for surface export shipments. The information required in the notice (REPSHIP) is detailed in the DTMR (reference j) for CONUS export shipments and in appropriate theater directives overseas. The shipper provides:

(a) The export release number and TCN(s) .

(b) Carrier and routing information.

(c) Car or truck number(s).

(d) GBL number(s) .

(e) Estimated time and date of departure.

(f) Estimated time and date of arrival at the transshipping activity.

(9) Security classification.

(h) Commercial, DSN, or FTS telephone number, as appropriate.

(2) When shipping ammunition, explosives, or release unit shipments of inert component parts thereof, the shipper uses the REPSHIP format outlined in figure 2-B-11 or 12 to notify:

(a) The transshipping activity (CCP or POE).

(b) Either the clearance authority for surface export shipments.

(c) The sponsoring Service accountable supply activities:

1 Army – as listed in separate publications distributed directly to shipping activities.

2 Air Force - Armament Transportation Team/LIWXD, Hill AFB, Ogden, UT 84056-5999; in addition to LIWXD, send an information copy of REPSHIP on all Air Force sponsored FMS shipments--to AFMC/ILC-XMXA, Wright Patterson, AFB, OH 45433-5000."

3 Navy and USMC - U.S. Navy Ships Parts Control Center, Code 8534, Mechanicsburg, PA 17055-0788 with instructions for routing to "Code 735" in the heading. An additional copy will be sent to the U.S. Navy ILCO, Code 252, 700 Robbins Ave., Philadelphia, PA 19111-5000 on all Navy sponsored FMS.

4 USMC – In addition to the above, Headquarters, USMC (Code LMG), Washington, DC 20380-0001.

f. The shipper also prepares the intransit data format for use in measuring transportation performance in the movement of MILSTRIP shipments. Intransit data reporting is required for supply and transportation activities of the Army, Navy, Air Force, Marine Corps, and DLA. Procedures for completing all intransit data formats are detailed in appendix L.

(1) Reports of performance are required for all supply transactions (stocked items) on inventory control point managed stocks requisitioned under MILSTRIP and shipped from U.S. Government activities (except Coast Guard) to DoD and Coast Guard activities within CONUS and to DoD activities overseas. Also included are Air Force sponsored shipments moved by AMC from overseas to CONUS. Specific exclusions are detailed in appendix L.

(2) The shipper prepares and distributes intransit data with document identifier code TK4 using the following procedures:

(a) For bill of lading shipments, all shippers except the Air Force, prepare TK4 data for each bill of lading; Air Force

shippers prepare data for each shipment unit on the bill of lading, except as noted in paragraph B. 4. f. (2) (a) 3.

1 For bill of lading shipments directly to a receiving activity, the shipper forwards the data, with the bill of lading to the receiving activity.

2 For bill of lading shipments to a transshipping activity (POE), all shippers except the Air Force forward the TK4 data to the transshipping activity; Air Force shippers forward the TK4 data to the DoD MILSTEP CDCP.

3 The shipper makes all entries on the TK4. (including consignee receipt date) when, under the provisions of guaranteed traffic agreements, electing to use the carrier delivery receipt to obtain the information. The shipper then sends the intransit data directly to the CDCP.

(b) For QUICKTRANS shipments, all shippers prepare TK4 data for each shipment unit and forward it to the CONUS receiving activity or POE as detailed above for bill of lading shipments (QUICK-TRANS terminals do not participate in the intransit data process) .

9" The POE, acting as a shipper, prepares a DD Form 788, Private Vehicle Shipping Document for Automobile, to provide a record of the condition, customs, and EPA qualifications and complete ownership identification data of POVS shipped in the DTS. While the shipper is technically the POV owner, the terminal prepares the DD Form 788 **as** detailed in the PPTMR reference h) . The form may also be used instead of a manual TCMD for processing at the POE. The TCMD data entries on the form are also detailed in appendix D of this regulation.

h. Shippers authorized to load and ship 463L air pallets prepare Pallet Header data as shown in chapter 3, figure 3-c-2 and as instructed by the APOE responsible for processing the shipment.

5. After preparing all the documentation and receiving appropriate clearance, the shipper makes the shipment to the transshipment point (CCP or POE) . The shipper forwards appropriate delivery documentation (bill of lading, TCMD, etc.) with the shipment as outlined above for the various forms.

6. If a discrepancy occurs in a shipment and information is needed to process a possible claim, the shipper receives a request for information in the form of a TDR. Complete instructions on processing and

distributing TDRs are contained in the joint publication AR 55-38, NAVSUPINST 4610.33, AFR 75-18, MCO P461O.19, DLAR 4500.15 (reference q) . Additional instructions for use overseas may be contained in applicable theater publications.

7. After completing a shipment, the shipper maintains records detailing the actions undertaken. Various Service publications detail the length of time and method for keeping such files.

Application of Transportation Priorities

Urgency Verification TP Code [8]		Recommended Shipment Mode	Type of Shipment O/T mail	Explanation/ Exception Paragraph	Mail Shipments Paragraph B.1.b. (2) (e)
1	J	Air	UMMIPS 01-03	B.1. b. (2) (a)	Registered letter mail, Command pouches, weapon system pouches, and CASREP pouches. 9 Letter mail. Priority parcels.
2	K	Air	UMMIPS **04-08**	B.1b. (2) (a)	MOM, SAM, and PAL .
3	L	Surface	UMMIPS **09-15** Personal property NAF	B.1. b.(2) (a) B.1. b. (2) (b) B.1. b.(2) (b) B.1. b. (2) (C)	Overseas mail and intercommand mail.
410	M	AMC uncommitted space	TP-3	B.1. b. (2) (g)	See text.

Figure 2-B-1

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8 For explanation of code, see paragraph B.1.b(2)(f)1.

9 Enter 999 in the RDD field.

10 Not a TP. Identifies cargo selected to move as deferred air freight.

Time Standards for Issuance of an ETR

When the shipper requests an ETR for:	The OCCA provides an ETR :
TP-1 and TP-2 shipments	Within 48 hours from time of receipt at the OCCA.
TP-3 shipments	Within 3 working days from time of receipt at the OCCA.
Any shipment with an availability date 10 or more days in the future	Not later than the shipper established lead time necessary to ensure processing and-transit to the port.,

Figure 2-B-2

TCMD Submission for Water Shipments

When the shipper makes an:[11]	When transit time to the POE is:	The shipper sends data to the OCCA: 11	The method of ATCMD transmission is:
RU shipment by SEAVAN	24 hours or less	After receiving the ETR and at least 12 hours prior to shipment	AUTODIN or ETM[12]
	Over 24 hours	Not later than actual time of shipment	AUTODIN or ETM[12]
RU shipment by other than SEAVAN	24 hours or less	At least 18 hours priorto shipment	Telephone
	Over 24 hours	24 hours prior to shipment arrival at POE	AUTODIN or ETM[12]
LRU shipment restricted by appendix H	24 hours or less	After receipt of ETR, but at least 18 hours prior to shipment	Telephone
	Over 24 hours	After receipt of ETR, but at least 24 hours prior to shipment arrival at POE	AUTODIN or ETM[12]
LRU shipment, unrestricted	24 hours or less	At least 18 hours prior to shipment	AUTODIN or telephone
	Over 24 hours	At least 24 hours prior to shipment	AUTODIN or telephone

Figure 2-B-3

11 For shipments forwarded to a CCP for consolidation, the CCP will be defined as the shipper when-using this figure.

12 Telephone transmission will be used if faster and if AUTODIN or capability is not available.

GBL Header Data Format for Shipments to Water Ports[13]

Record Position	Data Element or Description
1–3	Advance shipment information, always enter "GBL"
4-11	GBL Number - **8** positions – alphanumeric
12–16	Always enter - TCMDS
17-19	Total number of TCNS on this GBL
20–25	DoDAAC of shipper
26	Blank
27-30	Day of the year shipment was or is planned to be released to carrier
31-33	POE, example

Figure 2-B-4

13 A properly formatted GBL Header Data for batch transmission of TCMDs would read as follows: GBLA1234567TCMDS175SW3400 31113DK

TCMD Submission for Air Shipments

When the shipper makes an:	The shipper sends ATCMD data to the ACA for shipments moving by:	The ATCMD is transmitted by:
	AMC QUICKTRANS [14]	
Expedite TP-1 (999) shipment [15]	Not later than 2 hours prior to release to the carrier	*(1)* Telephone*/DSN* *(2) AUTODIN/DDN* (3) *FAX*[16]
All other TP-1 shipments	Not later than **6** hours prior to release to the carrier	(1) AUTODIN*/DDN* (2) ETM (3) Telephone/ *DSN/FAX*[16]
All other air shipments except AMC FSS cargo[17]	Not later than 14 hours prior to release to the carrier	(1) AUTODIN*/DDN* (2) ETM (3) Telephone/ *DSN/FAX*[16]

Figure 2-B-5

14 *Shipments to be moved in the QUICKTRANS system do not require advance* clearance *except those requiring special handling, e.g., explosives, other noncompatible hazardous* materials, security cargo, shipments *requiring movement* on a *particular flight and those exceeding 5,000 pounds,* or *98 inches high, or 88 X 108 inches in width or length.*

15 *For shipments requiring clearance through the Marine Corps ACA, ATCMD transmission is by telephone only.*

16 *Facsimile of clearly legible ATCMDs may be used when the computer for sending* or *receiving data is temporarily inoperable. To ensure" accountability, the shipper must provide advance notice to the appropriate ACA of approximate transmission time and number of ATCMDs being transmitted. ACA will advise the shipper of any discrepancies. The Army ACA cannot accept FAX transmission of ATCMDs.*

17 AMC FSS cargo *does not require clearance.* The TCMD forwarded with the FSS shipment contains a significant identifier indicating no advance documentation is required.

Transportation Holding Delay Codes

One of the following codes will be used to record and/or report a transportation delay as outlined in paragraph B. 3. e. (1) of this chapter:

code	Explanation
A	Shipment unit held for consolidation
B	Awaiting carrier equipment
c	Awaiting export/domestic traffic release
D	Delay due to diversion to surface movement resulting from challenge by Service Air Clearance Authority
E	Delay resulting from challenge by Service Air Clearance Authority/SSCO for which no diversion occurs and material was shipped by air
F	Embargo
G	Strikes, riots, civil commotion
H	Acts of God
I	Reserved
J	Shipment delayed to prccess customer cancellation request(s)
K	Diversion to surface movement due to characteristics of material that preclude air shipment, e.g., size, weight, in hazard classification
L	Delay requested and/or concurred in by consignee
M	Delay to comply with valid delivery dates at CONUS destination/outloading terminals
N	Delay due to diversion to air (requisition priority upgraded)
O–Y	Reserved
Z	Holding action less than 24 hours from date material available for shipment

Figure 2-B-6

Illustration of Stencil Marking

TCN FB564430907800XXX
RDD 126 PROJ 555 TP-3
FD2030 TINKER AFB OK
1GC T.O. MOTBY BAYONNE NJ
HA4 SOUTHAMPTON ENGLAND
FB5644 RAF BENTWATERS
SUFFOLK, ENGLAND
1 OF 12 WT 1200 CU 110

EXP1 anat i on

First Line : TCN

Second Line: RDD (or Expedited Handling Code “999”), project code (when specified), and TP.

Third Line: DoDAAC and clear text address of the consignor.

Fourth Line: Port identifier code and clear text name of the POE.

Fifth Line: Port identifier code and clear text name of POD,

Sixth Line: DoDAAC/MAPAC and clear text address of the consignee.

Seventh Line: Piece number, total pieces, weight, and cube of the piece.

· Figure 2–B-7

Instructions for Completing the DD Form 1387, Military Shipment Label (Other Than Mail)

1. TCN : Enter the 17 position TCN, bar coded and in-the-clear.

2. Postage Data: Leave blank.

3. From: Enter DODAAC and in-the-clear address of the shipping activity.

4. Type Service: Enter Air Express, Blue Label, Overnight Delivery, etc.

5. Ship to/POE: Enter three digit air/water port code and in-the-clear port address.

6. Transportation Priority: Enter applicable TP .

7. POD : Enter three digit air/water POD code.

8. Project: Enter project code if applicable.

9. Ultimate Consignee/Mark For: Enter consignee DODAAC, bar coded and in-the-clear, and the complete address of the consignee.

10. Weight (this piece) : Enter actual weight. .

11. RDD : Enter if appropriate.

12. Cube (this piece): Enter cube.

13. Charges: Enter CONUS inland freight charges on number one piece of the shipment unit (mandatory for FMS shipments) ,

14. Date Shipped: Enter four position date or in-the-clear date.

15. FMS Case Number: Enter as appropriate.

16. Piece Number: Enter bar coded and in-the-clear.

17. Total Pieces: Enter total pieces in the shipment unit.

Figure 2-B-8

Instructions for Completing the DD Form 1387, Military Shipment Label (Mail)

1. TCN : Enter the 17 position TCN, bar coded and in-the-clear.

2. Postage Data: Use one of the following:

a. Metered mail : Attach stick-on metered postage values to or near this block.

b. Permit Imprint mail: Enter the appropriate Service/Agency mail authorization; for example:

First Class Mail
Postage and Fees Paid
Defense Logistics Agency
Permit No. G-53

3. From: Enter the in-the-clear address of the shipping activity, including ZIP code. The phrase "Official Business, Penalty for Private Use $300" must be printed on the bottom line of this block.

4. Type Service: Enter First Class, Express Mail, etc.

5. Ship to/POE: For CONUS mail, enter complete address of consignee, including ZIP code. For overseas mail, enter PCC code or the air/water POE code.

6. Transportation Priority: Enter the appropriate TP.

7. POD : Leave blank.

8. Project: Enter if appropriate.

9. Ultimate Consignee/Mark For: Enter DODAAC of consignee, bar coded and in-the-clear, and other address markings, if appropriate.

10. Weight (this piece) : Enter actual weight.

11. RDD : Enter RDD, if appropriate.

12. Cube (this piece) : Enter cube.

Figure 2-B-9

Instructions for Completing the DD Form 1387, Military Shipment Label (Mail)

13. Charges: Leave blank.

14. Date Shipped: Enter four position or in-the-clear date.

15. FMS Case Number: Enter, if applicable.

16. Piece Number: Enter bar coded and in-the-clear piece number.

17. Total Piece: Enter number of pieces in the shipment unit .

Figure 2-B-9 (Cent.)

Instructions for Completing the DD Form 1387-2

Unclassified Shipments

Block

1. Item nomenclature:

a. Proper shipping name (must include Reportable Quantity (RQ)), if appropriate.

b. Hazardous materials classification (no abbreviations) . The identification number prescribed by UN or NA for strictly domestic flights, or as prescribed in the appropriate hazardous material regulations.

c. Label; enter type of label or “Label None.”

d. For nonhazardous material, enter item nomenclature only.

2. Net Quantity per Package: Enter, as appropriate, net weight, measure or volume of hazardous material. Class A or B explosives; enter Net Explosive Weight (NEW) per package and per pallet. For nonhazardous material, enter the gross weight of the package.

3. Consignment Gross Weight: Total gross weight of each pallet/package shipped under the same TCN.

4. Transportation Control Number: TCN this package.

5. Destination: Address of consignee, in–the-clear.

6. Supplemental Information: Enter special handling information for explosives, class A poisons, etiologic agents, radioactive materials, aircraft or helicopter parts, liquid and nonpressurized gases. For sensitive and other cargo requiring transportation protective service, include the appropriate entries from blocks 15 and 16 below.

7. Load Storage/Group: Enter number provided on the technical packaging order. For material, leave blank.

Figure 2-B-10

Instructions for Completing the DD Form 1387-2

8. Flash Point: For IMCO, enter flashpoint for closed cup for flammable liquids. For nonhazardous material, leave blank.

9. Mark block with "X." Strike through nonapplicable type aircraft. For material, leave blank.

10. Joint Reg. Paragraph: If used, mark block with "X." If not packaged in accordance with joint regulation, cite authority which authorizes shipment. For nonhazardous material, leave blank.

11. MILSTAMP reference: If used, mark with "X." For nonhazardous cargo, cite MILSTAMP chapter 2, section B, paragraph 4.

12. ATA/IATA/IMCO Regulations: Mark block with "X" and strike through regulations. For material, leave blank.

13. 49 CFR: Mark with "X" if any of the four adjacent blocks (14, 15, 16, and 17) are used. For nonhazardous material, leave blank.

14. Paragraph: Enter 49 CFR paragraph reference. For nonhazardous material, leave blank.

15. 173.7(a) : Mark with "X" if packaging is equal to or better than that required by 49 CFR. Otherwise, leave blank. For nonhazardous material, leave blank.

16. Exemption: If the shipment is prepared in accordance with an exemption, cite DOT exemption number which authorizes relief from 49 CFR. Leave blank if packaged in accordance with 49 CFR or if nonhazardous material.

17. DOT-E 7573: Check when using this exemption; otherwise, leave blank.

18. Address of Shipper: Complete in-the-clear address of shipping activity.

19. Typed Name, Signature, and Date: Person preparing this form and certifying its accuracy. Date is the date label prepared. For nonhazardous material, enter the date only.

Figure 2-B-10 (Cont.)

Instructions for Completing the DD Form 1387-2

Classified Shipments

1. If the material being shipped is both classified and hazardous, the following procedures apply:

a. Four copies of the form will be completed in detail, as in blocks 1-19 above, provided none of the information entered on the form is classified. Distribution of the form will be in accordance with paragraph B.4.c. (2) above.

b. If the information to be entered on the form is classified, then prepare and distribute the form thusly. One copy is completed in detail (see blocks 1-19 above), including essential classified data. This copy will be signed. The completed and signed form will be forwarded to the air-terminal in accordance with appropriate security regulations and precautions and will be attached to the air manifest. Three additional copies of the form must be prepared reflecting “See Aircraft CommanderJs copy” and “Protective Service Required” in block 6. Blocks 3, 4, and 5 will also be completed. The remainder of the form will be left blank. The form will be placed in a waterproof envelope and attached to the number one container of the shipment unit.

c. If any of the data entered on the DD Form 1387–2 is classified when the form is attached to the air manifest, then the air manifest takes the same degree of classification. The air manifest remains classified until the classified form is detached and handled in accordance with appropriate security regulations and precautions.

Figure **2-B–10** (Cont.)

Instructions for Completing the DD Form 1387-2

2. If the material being shipped is only classified, the following procedure applies. All four copies of the form will reflect the degree of protection[18/19]

Figure 2-B-10 (Cont.)

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18 For shipments of classified or sensitive cargo, block 6 of the DD Form 1387-2 will include one or more of the transportation protective service categories as required by the DTMR (reference J), for example:

Armed Guard Surveillance
DoD Constant Surveillance Service
Dual Driver Protective ***Service***
Greater Security
Motor Surveillance Service
Protective Escort Vehicle Service
Signature and Tally Record
Tank Surveillance Service

19 For shipments requiring other special ***services*** while intransit, enter the appropriate instructions in block 6. e.g.,:

Protect From Freezing
Protect From Heat
Air Ride Equipment Required

Illustration of Report of Shipment (REP SHIP) Data Requirements for Breakbulk Shipments of Hazardous Materials and Inert Component Parts

FROM : Shipping Activity

To: Transshipping Activity
Clearance Authority (ocean) or (air)

INFO : Sponsoring Service Accountable Supply Activity

SUBJ : MILSTAMP REPSHIP

1. CONVEYANCE NUMBER .
A. CARRIER AND ROUTING, BILL OF LADING NUMBER, NEW.
B. SEAL NUMBER (S) AND ANY OTHER SECURITY DEVICES APPLIED SUCH AS UPPER RAIL LOCKS, WIRE TWISTS, ETC.
c. TYPE OF TRANSPORTATION PROTECTIVE SERVICE (STR, CSS , RSS , NONE, ETC.) **AND**, WHEN APPLICABLE , SERVICE NUMBER .
D. SHIPMENT DATE WRITTEN AS A THREE DIGIT DAY OF THE YEAR .
E. ETA WRITTEN AS A THREE DIGIT DAY OF THE YEAR.
F. FOR SURFACE SHIPMENTS : ETR NUMBER AND VESSEL NAME AND/OR VOYAGE NUMBER . FOR AIR SHIPMENTS : ENTER APPLICABLE AIR RELEASE NUMBER OR N/A.
(1) TCN.
(2) NSN **AND** DODIC.
(3) DIMENSIONS, IN INCHES, OF UNITIZED LOADS (LENGTH, WIDTH, HEIGHT) .
(4) TOTAL ROUNDS, TOTAL PIECES, TOTAL WEIGHT, TOTAL CUBE .
(5) LOT NUMBER AND NEW; FOR MORE THAN ONE LOT FURNISH THE LOT NUMBER, ROUND COUNT, PIECES , WEIGHT, CUBE, AND NEW FOR EACH LOT .
(6) PROJECT CODE, IF APPLICABLE.
(7) SECURITY CLASSIFICATION (E. G., SENSITIVE - CATEGORY 2; SECRET, NONE, ETC.) .
G. COMMERCIAL, DSN, OR FTS TELEPHONE NUMBERS AS APPROPRIATE. WHEN CONTRACTORS ARE AUTHORIZED TO TRANSMIT REPSHIPs . PROVIDE TELEPHONE NUMBERS OF THE COGNIZANT ADMINISTRATIVE TRANSPORTATION OFFICE .

‘When the conveyance contains more than one shipment unit, repeat the data elements (1) through (7) in separately lettered paragraphs for each shipment unit. NOTE : Cargo for more than one vessel or flight, but shipped to POE. in a single conveyance, is included in a single REP SHIP.

When cargo for a single vessel is moved to the WPOE in more than one

Figure 2-B-11

Illustration of Report of Shipment (REPSHIP) Data Requirements for Breakbulk Shipments of Hazardous Materials and Inert Component Parts

conveyance, repeat all the data elements as above in separate numbered paragraphs for each conveyance.
NOTE : A separate REPSHIP is used for each mode of shipment to the POE.

Figure 2-B-11 (Cent.)

Illustration of Report of Shipment (REP SHIP) Data Requirements for Containerized Shipments of Hazardous Material and Inert Component Parts

FROM : Shipping Activity

TO: CONUS WATER TERMINAL[20]

INFO : Sponsoring Service Accountable Supply Activity

SUBJ : MILSTAMP REPSHIP

1. ETR AND VESSEL NAME AND/OR VOYAGE NUMBER.

A. CONVEYANCE NUMBER .
(1) CARRIER AND ROUTING .
(2) GBL NUMBER; TOTAL NEW.
(3) MTX-GS SERVICE NUMBER.
(4) TYPE OF TRANSPORTATION PROTECTIVE SERVICE (STR, CSS , DDPS , RSS , ETC) .
(5) SHIPMENT DATE WRITTEN AS A THREE DIGIT DAY OF THE YEAR.
(6) ETA WRITTEN AS A THREE DIGIT DAY OF THE YEAR.

B. CONTAINER AND SEAL NUMBER .21
(1) CONTAINER TCN .
(2) TOTAL WEIGHT OF CONTENTS.
(3) TOTAL NEW .
(4) CONTENT TCN .
(a) NSN AND DODIC. .
(b) ROUNDS, PIECES, WEIGHT, CUBE, AND LOT NUMBERS .
(c) PROJECT CODE, IF APPLICABLE.
(d) SECURITY CLASSIFICATION (E. G ., SENSITIVE-CATEGORY 2, CONFIDENTIAL, ETC.) .
(5) CONTENT TCN .22

Figure 2-B-12

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20 Containerized (CONEX, MILVAN, SEAVAN) loads containing Hazardous Material are not eligible for airlift.

21 For a conveys-nc"e with more than one container, repeat the data in paragraph B as paragraph C, etc.

22 For a container with more than one shipment unit, repeat the data in paragraph B (4) for each shipment unit as paragraph B (5) , etC.

Illustration of Report of Shipment (REP SHIP) Data Requirements for Containerized Shipments of Hazardous Material and Inert Component Parts

C. COMMERCIAL, DSN, OR FTS TELEPHONE NUMBER, AS APPROPRIATE. WHEN CONTRACTORS ARE AUTHORIZED TO TRANSMIT REP SHIPs , PROVIDE TELEPHONE NUMBER OF THE COGNIZANT ADMINISTRATIVE TRANSPORTATION OFFICE .

Figure 2-B–12 (Cont.)